USANATO Management Control Evaluation Checklist
RETAIL SUPPLY OPERATIONS – PROPERTY BOOK (AR 710-2)

HQ USANATO Functional Proponent – DCS, G4   DATE: 15 Feb 05

DCS Initials: _JCB_

Instructions. Answers must be based on the actual testing of key management controls (e.g., document analysis, direct observation, sampling, simulation, records review, etc.). Answers that indicate deficiencies ("No" or "Not applicable") must be explained and corrective action indicated in supporting documentation. Certification that this evaluation has been conducted must be accomplished on DA Form 11-2-R, Management Control Certification Statement.

Key Management Controls.

Property Book Maintenance

1. Has the PBO been appointed in writing?

2. Does the memorandum appointing the PBO identify the property book by the UIC?

3. Has the PBO signed a statement assuming accountability?

4. Does the unit have all authorized equipment on hand or on order?

5. Has the PBO reconciled property authorization annually?

6. Is all non-expendable property accounted for on the property book?

7. Are all serial numbers or lot numbers recorded?

8. Are SUBLINs utilized authorized by SB 700-200?

9. Is there a supporting document for each item on the property book?

10. Does the PBO maintain separate property books for organization and installation property?

11. Are all documents supporting entries to the property book marked dated and initialed by the posting person?

Document Register

1. Has the PBO designated by memorandum those elements within the unit authorized to request expendable/durable supplies?

2. Have UND A and B supply requests been authenticated by the authorized person?

3. Is the most current status posted to the document register?

4. Is a monthly reconciliation conducted with serving SSA?

5. Has the PBO provided required personnel with a memorandum assigning document register serial numbers?

6. Is the document register purged every 90 days?

7. Are Reports of Discrepancy (RODs) submitted to the SSA as required?

Comments. Help make this a better tool for evaluating management controls. Submit comments to the USANATO MCA.